

2013
2014



City of **Las Vegas**

SAFEKEY

Parent Handbook

CITY OF LAS VEGAS SAFEKEY

The Key To Unlocking
Your Child's Potential

Contact Us!

SAFEKEY OFFICE

416 N. Seventh Street // Las Vegas, NV 89101
702-229-3399 // recreation.lasvegasnevada.gov





Dear Safekey Participants and Parents,

Welcome to the city of Las Vegas Parks, Recreation and Neighborhood Services Department's 2013-2014 Safekey Program. We believe the most successful youth enrichment programs offer a wide variety of safe, fun, and affordable activities that incorporate education, fitness and nutrition. Our partnerships with the Clark County School District, Southern Nevada Health District, and Three Square allow us to offer a program that is much more than just a place to drop off your children before- and/or after-school; we provide the tools and resources that are the key to unlocking your child's potential.

Our mission is to meet our participants and parents wants and needs by providing high quality experiences that enhance their quality of life. We are continuously looking for ways to improve our program and provide superior customer service and this year is no different. With the recent addition of the Three Square Kids Café, a program of Feeding America, we are able to provide full nutritional after school meals at all eligible Safekey sites. Additionally, we are helping in the fight against childhood obesity by teaching kids how to make healthy choices in their lives by integrating nutrition education materials and a physical activity component into our program through our CATCH Kids Club. This coupled with a safe, supervised, fun, socially-interactive environment makes for the most well-rounded before- and after-school program available.

Again, thank you for choosing the city of Las Vegas Parks, Recreation and Neighborhood Services Department Safekey Program for your youth enrichment experience, we look forward to making this the most rewarding and memorable experience for each and every one of our valued participants.

Sincerely,

Stephen K. Harsin, AICP, Director
City of Las Vegas Parks, Recreation and Neighborhood Services Department



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Safekey Vision

The city of Las Vegas Safekey Program is dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation, and socializing take place.

We will:

- Provide a positive and meaningful experience;
- Help children develop self-esteem through a safe, supervised program;
- Involve children in group and individual activities that will help each child grow to his or her fullest potential;
- Foster growth and development by incorporating values and respect in peer group relationships.

The benefits of recreation are endless. Personal, social, economic, and environmental benefits are obtained through recreation.

Mission Statement

The city of Las Vegas Safekey Program provides families with recreational experiences for elementary school age children in a supervised and fun environment. This allows parents to work, go to school, or seek employment while knowing their child is safe. It is a positive alternative, for a child who may otherwise be left unattended during out-of-school time.

Program Description

Safekey is a before and/or after school recreational enrichment program designed for children, ages 5-11 attending kindergarten through fifth grades at their Safekey elementary school site. The program follows the Clark County School District (CCSD) calendar and operates only on days that school is in session. Daily and weekly scheduled activities include physical fitness, arts and crafts, music and drama, games, reading time, special events, homework assistance, and a nutritional afternoon snack.



C.A.T.C.H Kids Club

The City of Las Vegas Safekey program is proud to partner with the Southern Nevada Health District to include the Coordinated Approach to Child Health (CATCH) Kids Club as a component of its services. The CATCH program is designed to promote behaviors that assist in developing and maintaining good health in school-age children. This component of Safekey helps support the Mayor's Healthy Lifestyle Initiative, which encourages Las Vegas residents to Get Smart, Get Up and Get Out to improve diet, nutrition and physical fitness. Participants will be involved, on a daily basis, in a variety of enjoyable physical activities, crafts, or educational topics such as nutrition, personal safety and positive choices, all with an emphasis on promoting healthy lifestyle behaviors. Children will be given many opportunities to participate and practice their skills.

APPLE Partnership

The APPLE (All People Promoting Literacy Efforts) Partnership operates on the understanding that all children are capable of learning and that reading is the basis of all learning. It also operates under the understanding that parents and families are the biggest influences on literacy and development and that parents are the most important teachers in a child's life. In an effort to promote literacy, the city of Las Vegas has joined with APPLE Partnership to provide resources and incentives at select Safekey sites.

Three Square Kids Café Program

Inadequate nutrition in childhood has been shown to have a debilitating effect on a child's cognitive function, often leading to underperformance in school and lower academic achievement. In an effort to address this ever-growing issue, the city of Las Vegas has teamed up with Three Square to offer Kids Café, a program of Feeding America, which is designed to ensure that children without access to regular nutrition receive a nutritional meal after school in the late afternoon at all eligible city of Las Vegas Safekey sites. Kids Café is one of the nation's largest charitable meal service programs, providing free and prepared food and nutrition education in a safe environment to children in need.

Child and Adult Care Food Programs

For those Safekey sites that are not eligible to participate in the Three Square Kids Cafe Program, the city of Las Vegas Parks, Recreation and Neighborhood Services Department Safekey Program participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children and adults receiving daily care. Each day more than 2.6 million individuals participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals, which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.



Contact Information

If you have any questions about CACFP, please contact one of the following:

SPONSORING ORGANIZATION/CENTER

City of Las Vegas Parks, Recreation
and Neighborhood Services Department
Safekey Program
416 North 7th Street
Las Vegas, NV 89101
(702) 229-3399

CACFP COORDINATOR

Diane Hogan, M.S., R.D., Coordinator
Nevada Department of Education
Office of Child Nutrition and School Health
9890 S. Maryland Parkway, Suite 221
Las Vegas, NV 89183
(702) 486-6472

In accordance with Federal law and U.S. Department of Agriculture policy, the city of Las Vegas Parks, Recreation and Neighborhood Services Department is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building,
1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.

Holiday Closures

Safekey will be closed on all city of Las Vegas holidays and CCSD Staff Development days. The Safekey program follows the Clark County School District (CCSD) calendar and operates only on the days school is in session excluding PM Safekey on half-days.

SafekeyStaff

Our staff is carefully selected and placed at Safekey sites based on their skills and abilities. Safekey staff members have been finger printed, drug tested and passed extensive background checks. They have also been trained in emergency and safety procedures.

Safe and Respectful Safekey Environment

Bullying, cyber bullying, harassment, and/or intimidation of participants or staff is strictly prohibited in any of our Safekey programs. The city of Las Vegas Parks, Recreation and Neighborhood Services Department is committed to providing all participants and staff with a safe and respectful environment. Our staff work to assist people of differing beliefs, characteristics, and backgrounds to realize their full personal potential while participating in our Safekey program. It is the intent of this policy to ensure that all city of Las Vegas employees-both full-time and part-time demonstrate appropriate behavior on the premises of the Safekey. Staff will treat participants, parents and other Safekey staff, with civility and respect. They will also refuse to tolerate bullying, cyber bullying, harassment and/or intimidation of others.



The city of Las Vegas enforces a “hands off” policy. The only time staff is permitted to touch a child is if the child is a danger to themselves or others or is destroying property.



Fee Payment

There is a one-time Safekey Registration Fee of \$10 per school year per child. In addition, an AM or PM specific pass must be pre-purchased before a child attends Safekey. Up to ten AM and ten PM passes may be purchased at a time which may be used any day that Safekey is in session. Any unused passes expire on the last day of the 2013-2014 school year.

Payments can be made online at recreation.lasvegasnevada.gov, over the phone by calling (229-3399) or at the Safekey Main Office using cash, money order, credit card (MC, Visa and Discover), debit card or check accompanied by a valid Nevada drivers license. You can also make a payment at the nearest city of Las Vegas Community Center

CIMARRON ROSE
5591 N. Cimarron Rd.
229-1607

DOOLITTLE
1950 North J Street
229-6374

EAST LAS VEGAS
250 N. Eastern Ave
229-1515

MIRABELLI
6200 Hargrove Ave.
229-6359

STUPAK
251 W. Boston Ave.
229-2488

VETERANS MEMORIAL
101 N. Pavilion Center
229-1100

Prepaid Service Policy

The Safekey Program is a prepaid service. Each child must have an appropriate AM or PM pass on their account before they can attend Safekey. If no passes are purchased, the child will be sent to the school's office. Passes must be purchased 3 days in advance to ensure passes are posted to the account. **If payment is not made in a timely manner the child may be transported to the Boys & Girls Club per CCSD policy.** For more information on the Clark County School District's after school transport policy please contact your child's school.



Safekey staff will use any available pass on the child's account, regardless of custodial circumstances.



Any account balance that is left unpaid for any activity in the City of Las Vegas is flagged as delinquent account. As a result, a child's Safekey service will be suspended until all balances are paid in full.



Financial Assistance, Employer Reimbursement Vouchers, and Scholarships

The Safekey Program accepts employer-issued child care reimbursement forms, and the State of Nevada Child Care & Subsidy Program certificates. There may also be limited scholarships available through the city of Las Vegas PRNS Scholarship fund. Some restrictions may apply to child care assistance in regards to pass purchases.

Financial Aid Fund (FAF)

FAF assistance is available for participants who wish to register in city of Las Vegas Safekey and other recreational programs. The application process is easy. Assistance is limited, offered on first come, first served basis, and is site/program specific. Applicants must reside within the city of Las Vegas boundaries to qualify for financial assistance. Applicants who reside in Clark County, North Las Vegas or Henderson are not eligible for assistance. Application instructions are available onsite or at the Safekey office. Call 229-3399 if you require additional information.



Note: All financial assistance is contingent upon availability of funds.

Employer-Issued Child Care Reimbursement Forms

Employer-Issued Child Care Reimbursement Forms are usually issued by the employer for a reimbursement. Your payments to the Safekey Program or city of Las Vegas programs must be current for all program fees for an employer reimbursement form to be completed. It is the parent or guardian's responsibility to ensure that staff has all pertinent paperwork to complete the reimbursement request. Once the form is turned in to Safekey staff, please allow five days turnaround time for completion of attendance verification. Staff is not responsible for keeping employer reimbursement paperwork on file at the site.

Las Vegas Urban League - Child Care Subsidy Program (CCSP)

Parents must apply for assistance by going to the website at www.childcarelv.org. Certificates are site specific and cannot be used for any other location than what is stated on the certificate. It is the parents/ guardian's responsibility to adhere to all expiration dates and rules of CCSP and ensure that all their information is kept current. Parents/guardians will be responsible for all fees to the Safekey program if their certificate is not renewed by expiration date or if they change schools. The certificate must be received before the discount can be applied and parents/ guardians must sign the Child Care Enrollment Attendance Verification Form (EAV) monthly in order to receive the discount.



Not signing the EAV can result in parents being charged fully for the program.

Refund Policy



No refunds, credits or transfers of passes will be given under any circumstance. All passes expire at the end of the current school year, so please make sure you purchase passes accordingly.



Tax Statements

The city of Las Vegas does not provide printed receipts for Safekey services. However, receipts can be printed through your on-line account. For more information or assistance, please contact the Safekey Office at 702-229-3399.



Participant Information Form/Emergency Information

It is the parent's responsibility to provide current phone numbers and addresses for all of the people included on the emergency contact list. **Only the individual(s) who originally signed the Participant Information Form may make changes.** The originator can revise the participant form any time a change is necessary--initialing changes and indicating the date the change was made. **We will not release a child to any person that is not listed on the Participant Information Form.**

Custodial Issues

The obligation of Safekey staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The City of Las Vegas is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the City will neither negotiate nor mediate custody arrangements. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times. The City will not be responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Department asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, the Department expects them to be resolved immediately. If the issue is not resolved immediately, the Department will consider whether the child may continue to participate in the program.

Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the City of Las Vegas prior to the child's participation in the program. Be sure to allow at least four full City of Las Vegas business days (Monday-Thursday) to review this paperwork. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The Department does not enforce or mediate terms of visitation.

The Department's number one concern is the safety of your child. Please provide the name; address; and home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a copy of this parent handbook to the other person.



Sign-In and Sign-Out Procedures

Children must be signed in upon arrival in the morning, and signed out upon departure in the afternoon for each day of attendance. The only people permitted to pick up and sign out a child are those listed on the **Participant Information Form**, and they must indicate, in ink, the time and their initials on the Sign In/Out sheet. Please be prepared to show a picture ID at all times when picking up your child. Also, inform those you have listed as emergency contacts that a picture ID will be required before we can release the child. Older brothers and sisters, ages 12 and older, may pick up the child upon producing a school issued photo ID or a Nevada ID card which can be obtained at the Department of Motor Vehicles.



NOTE: Safekey staff is not responsible for your child until your child enters the Safekey area and checks in with staff. Once your child has been checked in for the day the pass cannot be reversed.

Late Pick-Up

A \$10 late pick-up fee is assessed for every 10 minute increment the child stays past the scheduled program time beginning at 6:01 p.m. or 6:31 p.m. (for the late sites). The late fee will continue to accrue until the child is signed out from the program, for example at 6:11 p.m. another \$10 fee will be charged. Every effort will be made to contact the parent or other emergency contacts listed on the Participant Information Form. If the child is not picked up within 30 minutes of the closing of the Safekey Program, the Deputy City Marshals will be notified to transport the child to the nearest city of Las Vegas community center or city facility. If the child has not been picked up by 8 p.m. the Deputy City Marshals are authorized to take the child to Child Haven. **After a child has been transported by the Deputy City Marshals or if a second late pick-up occurs, a parent conference will be scheduled. If there is a third late pick-up, families will be suspended from the Safekey Program.**



NOTE: The clock at the Safekey Program site serves as the official timepiece. Late Pick-up Fee must be paid in full before child can return to the program. Fees for passes cannot be credited towards the Late Pick-up Fee.

Special Activities Waiver

Parents/guardians may request that their registered Safekey Program participant leave and return to the Safekey Program to attend another CCSD function (i.e., Chess Club, tutoring, assist a school-run program or function) during Safekey Program hours. A Special Activities Waiver must be filled out and signed by a parent/guardian prior to the event. The Special Activities Waiver is required for each separate activity or occurrence and does not allow your child to sign themselves in and out of the Safekey Program. A completed copy of the Special Activities Waiver will be filed with the participant's Participant Information Form.



Medical Insurance

Please recognize that the Safekey Program does not carry medical or accident insurance for injuries sustained in its programs and facilities. The cost of such could make program fees prohibitive. Therefore, your health insurance policy will be responsible should your child be injured while attending Safekey.

Medication Release Information

If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until he/she completely recovers from the illness or condition. At the risk of infecting others, health services recommend that if any one of the following symptoms are present, the child should stay home:

- Elevated temperature
- Nausea/vomiting
- Inflamed sore throat
- Diarrhea
- Unexplained rash
- Earache
- Persistent headache
- Wheezing

If the illness or condition is contagious or communicable, the child may not be permitted to participate in the program until he/she completely recovers from the illness or condition. A doctor's release will be required prior to the child re-entering the program.

If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the medication release form and attach a recent photo of the child
- Only a daily dose should be in the medication container and parents must pick up the empty container each day.
- Medication must be in its original container with the pharmacist's label
- Liquid medication must be premeasured with the above information.
- Pharmacist's label must display the child's name, the name of the medication, the instructions/dosage, and the name of the prescribing physician.

Parent Code of Conduct

As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in a calm and appropriate manner. The Safekey Program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse of power or authority. Should a situation occur within the program due to inappropriate actions by parents/guardians that causes excessive time spent by staff, **action will be taken and the individual may be removed from the program and cited with trespassing.**





Participant Behavior Code of Conduct

Participants are expected to behave appropriately and to promote a safe, fun, and healthy environment through productive participation. The staff will use a positive approach to discipline; will seek parental support to resolve behavioral issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents may be dismissed from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to all staff and cooperate fully with their instructions;
- Show respect to other participants;
- Know and follow the rules of the Safekey program;
- Participate in activities to the best of my abilities;
- Respect the rights and beliefs of others and treat others with courtesy and consideration;
- Communicate in an appropriate manner, which means I must not use foul/abusive language, inappropriate gestures, harsh words, or a harsh tone of voice, to self and others;
- Conduct myself responsibly. I understand that horseplay, unwelcoming teasing, bullying others, harassment, intimidation or other unkind behaviors are not allowed;
- Refrain from deliberately causing bodily harm to other participants and staff
- I understand that pushing, kicking, hitting, spitting or fighting are not acceptable and **will not be tolerated;**
- Use program equipment, supplies, and facilities properly;
- Will not leave the immediate area of supervision without staff permission;
- Respect the property of others;
- Be fully responsible for my actions and understand that irresponsible behavior has consequences.





Steps Taken to Correct Inappropriate Behavior

The following steps may be taken to correct inappropriate behavior:

- 1 Communicate appropriate behavior, to the child;
- 2 Remove the child from the activity;
- 3 An Inappropriate Behavior Tracking Report will be completed and the parent/guardian will be contacted;
- 4 Behavior Plan (if applicable)



A behavior plan is an outline of behavior expectations and consequences. Guidelines are set up to correct inappropriate behavior. However, this procedure may not resolve the situation. If inappropriate behavior continues, a participant may be suspended from the program.

Suspension Policy - Parent conference required to return to program

1st SUSPENSION*

If inappropriate behavior continues, the participant may be suspended up to three program days depending upon the severity of the behavior.

2nd SUSPENSION*

Should inappropriate behavior continue after the first suspension, the participant may be suspended up to five program days.

3rd SUSPENSION

A third suspension may result in the participant being suspended from the Safekey Program for up to one year and is handled on an individual basis depending upon the severity of the situation.



Note: No refunds or credits will be granted for suspended program days. A participant may receive an immediate suspension for up to one year depending on the severity of the behavior.



Inclusion



The city of Las Vegas Safekey Program provides reasonable modifications to all participants as requested. If a parent or participant needs assistance in the Safekey Program, please contact the Safekey Region Specialist or the Safekey Coordinator at least two weeks prior to the program start date to discuss reasonable modification. Program modifications will be made on a case-by-case basis. **Note: Individual Educational Plans (IEP) or (BIP); a master plan of goals and objectives for children with disabilities is not mandated by law in a recreational setting. There will be every effort made to accommodate all participants in the Safekey Program; however, the Participant Behavior Code of Conduct must be followed to ensure everyone's safety and enjoyment.**

Personal Care Policy

The city of Las Vegas Parks, Recreation and Neighborhood Services Department does not provide personal care services such as feeding, toileting, or the changing of clothes. (Refer to the U.S. Department of Justice Manual "The Americans With Disabilities Act" Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services.) When personal care is needed, we will accommodate a personal care attendant by allowing them space if available and privacy in the implementation of their duties. Parents/guardians may provide the care themselves, or employ or solicit a volunteer to act as a personal care attendant. It is recommended that personal care be provided within 10 minutes of the request for service. However, as long as assistance is provided within 30 minutes of the request, the participant will be accommodated whenever possible.

Telephone Use



Telephones at our Safekey locations are intended for business use only. If you need to contact the Safekey staff at your child's elementary school, please contact the Safekey Office at 229-3399. They will contact the site and relay your message. **Our agreement with the Clark County School District prohibits the distribution of your child's elementary school Safekey Program phone number to participants as it is used by another operation during the school day.** Your cooperation is greatly appreciated.

Personal Possessions

The city of Las Vegas Safekey program is not responsible for any lost or stolen items. Toys, radios, electronics, skateboards, scooters, and sports equipment **are not allowed** at Safekey. Any child who brings these items will be asked to place them in their back pack. Participant cell phone use is prohibited.



Program Disclaimer

The Safekey Program reserves the right to refuse service for the following reasons:

- Failure of parent, guardian or child to follow policies, procedures, and rules;
- Parent, guardian or child is physically or verbally abusive to staff other participants/parents;
- Failure to prepay fees as scheduled;
- Failure to provide updated information and records;
- Failure to adhere to pick up your child by closing time;

When, at the discretion of the Safekey Coordinator or the city of Las Vegas Parks Recreation and Neighborhood Services Department, believe that the continued service is not in the best interest of the child and/or agency.

CITY OF LAS VEGAS SAFEKEY

The Key To Unlocking Your Child's Potential

The city of Las Vegas Parks, Recreation and Neighborhood Services Department prohibits discrimination based on race, color, national origin, age, or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of their Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.